

CLASSIFICATION: CLEARANCE TECHNICIAN

Class Code: 2045-20

Date Established: 10-23-92

Occupational Code: 7-7-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To monitor the interstate and international recruitment and movement of workers for agricultural or non-agricultural jobs; serves as agency Monitor Advocate in reviewing the delivery of related services and protections afforded by these regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Instructs public and private employers on the federal requirements regarding the hiring and movement of interstate and foreign workers.
- Determines the availability of qualified U.S. workers to perform work offered to aliens in order to protect job availability for U.S. workers.
- Serves as Monitor Advocate by reviewing the delivery of agency services and protections afforded to migrant workers.
- Conducts wage surveys in occupations and industries that employ aliens to ensure aliens are not receiving sub-standard wages.
- Conducts on-site inspection of worker housing to ensure compliance with federal regulations.
- Develops training materials, recommends procedures, and trains local office staff to ensure compliance and adherence to federal policies and procedures.
- Collects data; reviews and prepares reports to ensure compliance with federal regulations.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' of paraprofessional experience in public employment services, unemployment compensation, business or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Thorough knowledge of the organization and operation of public employment offices. Thorough knowledge of state and federal laws pertaining to public employment services and Unemployment Compensation. Extensive knowledge of industrial and labor conditions, occupations and occupational requirements throughout the state. Working knowledge of the principles of organization and management as they apply specifically to the employment service field offices. Ability to communicate both orally and in writing. Ability to analyze problems and to prepare comprehensive written reports. Ability to establish and maintain harmonious relationships with other employees, federal and state officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.